

SICC MEETING

Truman Building Room 493/494

March 14, 2003

Members Present

Melodie Friedebach, DESE
Debbie Martin, DSS
Rick Horrell, DOH
Donna Evert, DMH
Gretchen Schmitz, insurance

Sherl Taylor, parent
Anne Marie Wells, parent
Pam Byars, parent
Elizabeth Spaugh, parent
Joan Harter, parent

Sherry Hailey, provider
Leslie Elpers, provider

Members Not Present

Valeri Lane, provider
Susan Allen, provider

Jim McLaughlin, child care
Tracey Hickerson, head start

Kathy Fuger, personnel

DESE Staff Present/Presenting

Debby Parsons, Coordinator, Special Education Services
Mary Corey, Director, Data Coordination
Stacey Ismail, Supervisor, Effective Practices
Rick Hutcherson, Coordinator, Special Education Administration
Pam Williams, Director, Compliance

Call to Order, Welcome, and Introductions

Ann Marie Wells called the meeting to order at 8:30 a.m.

Approval of November SICC Minutes

Melodie Friedebach made a motion to approve minutes as written and Elizabeth Spaugh seconded. Motion passed.

It was noted that the January meeting had been cancelled due to weather. The group briefly discussed and then suggested that if meetings are cancelled in the future that it be asked that each SICC member reply back to the cancellation email. If no reply is received, the member will be called to make sure they are aware of the cancellation.

OSEP Monitoring (Debby Parsons)

Debby Parsons gave a presentation on the status of Missouri's self-assessment. DESE has not received any feedback from OSEP on our self-assessment but staff are moving forward with developing an improvement plan. DESE will look at baseline data and then determine priorities. OSEP has outlined what pieces of data they would like to see included. They include the Annual Report to Congress, 618 data, state monitoring data, annual/biennial performance reports, and state-specific statistics/data. DESE will develop effective strategies that will lead to the desired results: ensure that strategies address the conclusions of the steering committee and include activities that result in statewide organization changes in service delivery practices/programs, and policies that impact positively on outcomes; analyze current strategies and determine whether they still apply; define short term and long term strategies; and, ensure that DESE is addressing the root cause of the problem. DESE will be able to set the benchmarks, which will include input benchmarks, output benchmarks, outcome benchmarks, and intermediate outcomes benchmarks. The plan needs to be manageable: leadership commitment throughout the planning process; invest in the developers of the plan via training, i.e., steering committee members, state staff, parents, providers, etc.; map out reasonable timelines; devise a tracking

system that is user friendly, timely, clear, and accurate; identify the needed resources and any resource gaps; embracing that the Improvement Plan (IP) is not additional work – it is your work.

The challenges that other states have experienced while going through this process include: defining the role of the steering committee, prioritizing areas, developing demonstrable evidence of change, incorporating the impact of other state initiatives, keeping the plan focused on the infant, toddler, child, and youth with a disability, and their family. There is technical assistance available.

If OSEP sites DESE on any compliance concerns, they will then be included as part of the improvement plan. Child Find, provider recruitment, and IFSP issues (these are the areas that need some discussion and determine if they are the priority areas that DESE needs to begin working on).

OSEP is completely changing the reporting on the performance report for Part C. SICC develops a report each year that goes to the Governor and then DESE also sends it to OSEP. OSEP has given DESE a revised format for the report. For states that had just submitted the improvement plan, they could use that information when writing the performance report. It would then be due in July. SICC has two choices as DESE develops this report. The SICC could sign off on it and have it sent to OSEP or the SICC could develop a performance report as it has done before and then DESE sends both reports to OSEP.

1. Priority Areas - Julie Nobles made a motion that the three priority areas be child find to include community awareness, provider recruitment to include natural environment, and IFSP to include the family satisfaction and exit data. The motion was seconded by Leslie Elpers. Motion passed.
2. SICC to do own report or sign off on DESE's report - Donna Evert asked that as a part of the DESE report, DESE include a summary sheet. Rick Horrell made a motion that DESE do the report including an executive summary and then the SICC will sign off on it. Donna Evert seconded the motion. Motion passed.
3. SICC comfortable with DESE using this format for our improvement planning. Donna Evert made a motion to use only one plan for reporting to OSEP. Motion was seconded by Melodie Friedebach. Motion passed.

By-Laws (first reading) (Sherry Hailey and Anne Marie Wells)

The term for the current co-chairs ends in July and the SICC will need to reappoint a new chair or co-chairs. It was suggested that if the Council elected co-chairs, that one serve a three-year initial term and the other serve a two-year initial term so that both co-chairs are not leaving their positions at the same time. The Council reviewed the by-laws and suggested some edits.

Working Lunch – DESE Website (Mary Corey and Stacey Ismail)

Providers when enrolling, should go to the DESE website for the forms and information. The Practice Manual will be loaded on the Division's website in the next week or two. Contact information for the SPOEs, DESE staff, CFO, etc can also be found on the Division's website. Data from the CFO will soon be added to the Data section.

SICC Members/DESE Updates

- **DESE**

- Budget Update (Rick Hutcherson)

- Rick Hutcherson handed out and discussed with the SICC budget information regarding the SPOEs. The new CFO bid will provide for on-line filing of claims (new bid Oct 1, 2003).

- First Steps Contracts Update (Rick Hutcherson)

- Rick Hutcherson handed out information regarding the First Steps Contracts. At this time, the Division believes that funding for these will be continued next year but depending on what happens with the legislature, funding could be affected.

Part C Application (Pam Williams)

Pam Williams indicated to the SICC that the Part C application was presented to State Board of Education at their January meeting and was approved at that time. The regulations should be completed by June 30, 2003.

Changes to the Part C regulations included:

- What is considered to be a primary referral source – eliminated the “not limited to” statement. It should be limited to the list.
- Multidisciplinary – revised to use the regulatory language (multi-evaluation – meaning that at least two professionals be included in the evaluation).
- In the past there was a provision that services could only be provided on an individual basis but now OSEP regulations state that it could be determined on a group or individual basis.
- Changed to indicate that all First Steps services are at no cost to parents.

Family Participation Work Group (Rick Hutcherson)

Rick Hutcherson indicated that DESE contracted with Sue Mackey Andrews to conduct a review of other states using family cost participation and will contact Rick Hutcherson with the information. DESE and SICC will review the information and determine where to possibly go with our state if we have to have family cost participation. Rick Hutcherson will update the SICC at the May meeting.

Phase 2 Implementation (Stacey Ismail)

The statewide system was implemented on March 3. SPOE training has been scheduled for the first full week of February (used a slightly different process than in Phase I). DESE combined the information into a full week. All involved felt it was successful. SPOEs are working on getting the active children into the system. There have been some glitches. Some children are receiving services from providers who are not enrolled (is provider planning to enroll or will the family need to select a new provider or stay with the provider but be out of the First Steps system). The missing providers are less than 100 statewide. DESE is planning to do a forms training but because of budget issues we are looking at cost effective ways to do this but reach the numbers of people needed. DESE is looking into training via the web and could have copies on video available at CISE for loan. The link will be on the First Steps website so that people are able to view this information as much as needed. Would have an email link to be able to ask a question and then the answers could be added to the Q&A section. Will be having four billing trainings scheduled throughout the state. Module training – Vicki is working on a calendar that will go through April 2003 through January 2004. A listserve message will go out extending people through June 30, 2003, to receive the Module 1 training. Service coordination module will probably be this summer.

SPOE Data Report (Mary Corey)

Mary Corey handed out information from the CFO as of March 10, 2003. Phase 1 data is up-to-date. Phase 2 is included but some of the conversion forms may not have all been entered yet.

DESE Update (Debby Parsons)

Debby Parsons indicated that Kate Numerick was named Director of the Effective Practices Section and that in February she was called to active duty. Karen Allan was named Acting Director. Jodi Woessner resigned at the end of February. Out of 42 positions in the Division, there are 13 vacancies. DESE is in the process of prioritizing workloads for the remainder of this year and next. These are all federal positions that are funded with federal funds and not state general revenue money but department-wide we are not filling any positions even if federally funded. If DESE has to cut positions from state general revenue money, some of those employees may be transferred to vacant federal positions. Should get more information on this in the next couple of months. The two sections in the Division that have the most vacancies are Effective Practices and Compliance.

Provider Recruitment (Stacey Ismail)

Service Coordination – DESE is meeting with Donna Evert on a weekly basis to look at numbers of children. DMH has also been hit hard with budget cuts and staff turnovers. Their staff has been overrun

with First Steps caseloads. There are areas of the state that they are not able to take on additional children. There are 74 independent service coordinators enrolled in the system statewide, and 81 DMH service coordinators. The geographic distribution is not covering the state. The First Steps facilitators have been working on recruitment plans to try and get more service coordinators. The three areas of concern are the northeast, southeast, and central (Rolla/JC) areas. If you know of anyone who may be interested, please encourage them to contact DESE or a facilitator. Providers must make sure to update their matrix information.

In cases where there are no providers, DESE has been able to provide creative ways to assist them. Compensatory services may be due to a child if services were not provided to the child because they are awaiting a provider to provide a particular service.

- **DMH (Donna Evert)** April 3-4, 2003, is the Autism Symposium in Springfield and the brochure can be downloaded from the DMH website.
- **DHSS (Paula Nickelson)** Three staff left doing First Steps. Will be done with the transition phase by May 31. DHSS is currently are working with DESE to make sure that providers begin billing the CFO after March 1.
- **DSS (Debbie Martin)**
Medicaid Rate Decrease – Effective March 1, 2003. DMS has a bulletin on their website with the rate decrease information (therapy rates for adults and children). Another reduction that would affect First Steps includes DME (assistive tech) reductions.
- **DFS (Jim McLaughlin)**
(not present)
- **Providers**
Leslie Elpers indicated that the Franklin County LICC wanted to know what happened to First Steps Day? The LICC in Kansas City approached the Governor two years ago about declaring a First Steps Day. Stacey Ismail indicated that prior to that DESE had coordinated it. Stacey thought that at some point it had been discussed by the SICC and was decided that LICCs should take turns coordinating. Stacey indicated that she would provide the information to Sarah Parker and they can contact the Governor's office.

Leslie Elpers indicated that some parents had mentioned to her that if a provider is listed more than once in the Matrix, they have difficulty knowing which one to select. Providers can be listed independently and under an agency name. From a family's perspective it can be very confusing. Stacey said that if a provider is listed more than once and a parent has a question, they should contact the service provider for assistance. DESE has nothing to do with non-compete clauses.

- **Parents/Families**
Joan Harter indicated that she has been hearing concerns about provider availability.

LICC – First Steps Facilitators (current and past reports can be accessed at the following website:
<http://www.dese.state.mo.us/divspeced/FirstSteps/LICCregionpg.html>)

DESE has a very limited number of parent rights brochures so they will be posting it on the web.

Adjourn

Melodie Friedebach made a motion to adjourn and Rick Horrell seconded. Motion passed. Meeting was adjourned at 3:30 p.m.